



To: All IPAs
From: IEHP – Provider Relations
Date: July 1, 2021
Subject: **New Fax Number for IPA Reported Provider Changes**

Inland Empire Health Plan (IEHP) would like to inform you of the new fax number to use when requesting Provider Changes in the IPA network, including the termination of a Primary Care Provider and Specialist. **Effective today, July 1st, 2021**, all Provider Change letters will be submitted to IEHP Provider Network Team via fax.

In compliance with IEHP Policy 18D1 - IPA Reported Provider Changes, please remember to include the following information in your notice to IEHP:

- IEHP requires sixty (60) days written notification coverage plan from the IPA when a Provider is terming the IPA network
- Provider First and Last Name
- Provider NPI
- Provider Specialty
- Provider Address, Phone and Fax
- Reason for Changes
- Plan for assuring Member continuity of care
- Copy of Provider's W9
- IPA/Provider contractual signature pages (if applicable)

Please fax your letters for IPA Provider Changes to (909) 297-2502.

As a reminder, all communications sent by IEHP can also be found on our Provider portal at: www.iehp.org > Providers > Plan Updates > Correspondences

If you have any questions regarding this process, contact the IEHP Provider Relations Team at (909) 890-2054.